

## MAINE STATE COURTS – REQUEST FOR RECORD SEARCH

|                           |                   |
|---------------------------|-------------------|
| Requestor:                | Date:             |
| Street Address or PO Box: | City, State, Zip: |
| Phone #:                  | E-mail:           |

Phone number and e-mail address are required in the event there is the need to contact you. Record information cannot be provided via phone or mail.

☐ I am requesting a record search for cases in which I was a party. The results from this request are being sent to me at my current mailing address.

*Please note: If you are requesting a record search for a case or cases in which you were a party (either the plaintiff or defendant), you are exempt from the record search fee. However, if you would like to purchase a copy of the docket record(s) or copies of any of the documents in the case file, the fee for copies applies.*

### Payment:

Unless you are exempt from paying the research fee, include a **\$20 record check fee per name AND per box checked in the Court Location(s) section of Search Parameters (see page 2).**

*For example: one name to be searched with two boxes checked in the Court Location(s) section requires a \$40 fee; one name and one alias with one box checked in the Court Location(s) section requires a \$40 fee.*

Method of Payment Enclosed: ☐ Check ☐ Money Order Credit Card: ☐ Visa ☐ Master Card ☐ Discover Amount: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_ (3-4 digit code on back of card)

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please make check or money order out to: Treasurer, State of Maine**

### Copies:

For all non-confidential records found:

☐ Charge the above credit card for the cost to purchase ☐ *unattested* copies ☐ *attested* copies as indicated below.

☐ Send me a quote for the cost to purchase ☐ *unattested* copies ☐ *attested* copies as indicated below.

☐ Docket record ☐ Complaint ☐ Judgment and commitment ☐ Other \_\_\_\_\_

*Copy fees: \$2 for the first page, \$1 for each additional page. Attestation fee: \$5 per document.*

*A \$5 postage and handling fee will also be applied, if necessary.*

**Mail the completed form and a self-addressed stamped envelope\* to:**

Judicial Branch Service Center, PO Box 266, Lewiston, ME 04243

**For FedEx or UPS:**

85 Park St., Lewiston, ME 04240

*\*If you are purchasing copies and the SASE is not adequate for the number of pages, it will be returned to you and a \$5.00 handling fee applied.*

### FOR COURT USE

Payment Method: ☐ Check or Money Order ☐ Credit Card Total charged to card: \_\_\_\_\_

Quantity record search fee: \_\_\_\_\_ Quantity attestation fee: \_\_\_\_\_

Quantity first page copy: \_\_\_\_\_ Quantity subsequent page copy: \_\_\_\_\_

☐ \$5.00 handling fee applied (Clerk to add to subsequent pages fee.)

Date: \_\_\_\_\_

[illegible]

### Search parameters

**Case types:** (please check which case types to search)

|  |   |
|--|---|
| <input type="checkbox"/> <b>Criminal</b><br>(Includes civil violations; does not include traffic infractions.) | <input type="checkbox"/> <b>Civil</b><br>(Family, Small Claims, Real Estate, Protection from Abuse, etc.) |
|--|---|

|                                  |                                   |  |
|----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> 5 years | <input type="checkbox"/> 10 years | <input type="checkbox"/> From 2000 to present* |
|----------------------------------|-----------------------------------|--|

**Court Location(s):** *(please check which locations to search)*

|                            |  |  |  |
|----------------------------|--|--|--|
| <b>Androscoggin County</b> | <input type="checkbox"/> Androscoggin Superior                                     | <input type="checkbox"/> Lewiston District |  |
| <b>Aroostook County</b>    | <input type="checkbox"/> Aroostook Superior (Houlton & Caribou) & Caribou District |  | <input type="checkbox"/> Houlton District      |
|                            | <input type="checkbox"/> Fort Kent District & Madawaska District                   |  | <input type="checkbox"/> Presque Isle District |
| <b>Cumberland County</b>   | <input type="checkbox"/> Cumberland Superior & Portland District                   |  | <input type="checkbox"/> Bridgton District     |
| <b>Franklin County</b>     | <input type="checkbox"/> Franklin Superior & Farmington District                   |  |  |
| <b>Hancock County</b>      | <input type="checkbox"/> Hancock Superior & Ellsworth District                     |  |  |
| <b>Kennebec County</b>     | <input type="checkbox"/> Kennebec Superior & Augusta District                      |  | <input type="checkbox"/> Waterville District   |
| <b>Knox County</b>         | <input type="checkbox"/> Knox Superior & Rockland District                         |  |  |
| <b>Lincoln County</b>      | <input type="checkbox"/> Lincoln Superior & Wiscasset District                     |  |  |
| <b>Oxford County</b>       | <input type="checkbox"/> Oxford Superior & South Paris District                    |  | <input type="checkbox"/> Rumford District      |
| <b>Penobscot County</b>    | <input type="checkbox"/> Penobscot Superior & Bangor District                      |  |  |
|                            | <input type="checkbox"/> Lincoln District & Millinocket District                   |  | <input type="checkbox"/> Newport District      |
| <b>Piscataquis County</b>  | <input type="checkbox"/> Piscataquis Superior & Dover-Foxcroft District            |  |  |
| <b>Sagadahoc County</b>    | <input type="checkbox"/> Sagadahoc Superior & West Bath District                   |  |  |
| <b>Somerset County</b>     | <input type="checkbox"/> Somerset Superior & Skowhegan District                    |  |  |
| <b>Waldo County</b>        | <input type="checkbox"/> Waldo Superior & Belfast District                         |  |  |
| <b>Washington County</b>   | <input type="checkbox"/> Washington Superior & Machias District                    |  | <input type="checkbox"/> Calais District       |
| <b>York County</b>         | <input type="checkbox"/> York Superior   | <input type="checkbox"/> York District     | <input type="checkbox"/> Biddeford District    |
|                            |  |  | <input type="checkbox"/> Springvale District   |
| <b>Violations Bureau</b>   | <input type="checkbox"/> Violations Bureau (Traffic infractions only, State-wide)  |  |  |